# [General H&S Induction for Physics Department](https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/training/)

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| Responsibilities | State the line manager to ensure clarity, initial safety responsibility, organisation (see back) |
| Head of department | David Leadley, Head of Department (locally responsible for H&S) |
| Organisation | H&S Committee (quarterly) [H&S Committee](https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/admin/handsCommittee/) |
| University policy | Where to find it [University H&S Policy](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/hsw_policy_document_2018_v4.0_30_10_18.pdf) |
| Departmental policy | Where to find it [Departmental H&S Policy](https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/) |
| Leadership & Management document | What is it, where to find it [L&M Document](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/leadership_and_management_of_health_and_safety_v2.0_30_10_18.pdf) |
| Role of HSO | Advisor, source of information, work alongside, link for consistency |
| Employers responsibility | Safe environmentSafe equipmentSafe procedures |
| Employee responsibility | Follow the rules (refer to lab noticeboards)Use safety equipment provided (gloves, goggles)Don’t misuse safety equipment (fire extinguishers)Challenge people doing dangerous things |
| Emergency alarms | Building fire alarm Flood alarmsGas release alarm Oxygen depletionCylinder changing alarm (MAS) |
| Fire alarm testing | When does this take place each week (Thursday about 9 a.m.) |
| Fire escape routes | Tour to show Think about of a second route if one is blocked |
| Fire assembly points | Tour to show (varies by building) [Fire evacuation policy](https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/admin/fire/) |
| Accidents  | How to report one [Accident report form](https://sheassure.net/UOW/Portal/UOW_Portal_b61470bf-91f9-4f38-a1c9-8b2cce40b052/Index) |
| First aiders | Highlight posters on tour, introduce if you see any FAs, mention Security are FA all trained |
| Lone and out of hours working | Risk assessment should include this. Departmental policy in place.[Lone and out of hours working](https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/admin/late_working_rules/) |
| Engaging contractors | Contractors who will be carrying out work on the University campus are required to supply Health & Safety documentation. Contact John Horsler or Robb Johnston for assistance. |
| No smoking in buildings | 3 m rule for outside doors and windows, electronic cigarettes as well |
| Hazardous spaces | Refer to the noticeboards on tour - Particular issues for specific laboratories |
| Risk assessments | Discuss the need to review a risk assessment before starting work, and ask questions if not clear. [University Risk Assessment Moodle](https://moodle.warwick.ac.uk/course/view.php?id=21169) |
| Display Screen Equipment | Provide information about where to find assistance[Desk set up advice](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/computerworkstations) |
| University Induction Training required | Provide information about what needs to be completed and where to find itGeneral Induction: [University H&S Induction Moodle](https://moodle.warwick.ac.uk/course/view.php?id=20009)Fire Safety Awareness [FSA Moodle course](https://moodle.warwick.ac.uk/course/view.php?id=36203) |
| [Estates Helpdesk](https://helpdesk.estate.warwick.ac.uk/HelpDesk/users/login.asp) | To report maintenance issues (including Health & Safety related) |

**Induction given by :**

**Date of Induction :**